

2 INTERNET REPORTING

There are two options you can use to report your Quarterly Wage Reports via the Internet.

QWRS Internet Address:
<http://uiqtwrs.wisconsin.gov>.

- 1. Tax Report with Employee Wage Entry:**
If you have *fewer than 150 employees* you can key your quarterly wage and tax report data directly into our website. This is a form fill application which displays the Social Security numbers and names of each employee reported on your last quarterly report. To complete your report, you simply type in the quarterly wage for each employee listed, update employee names or Social Security Numbers that need correcting, and add any new employees. You must have a Social Security Number for each employee listed on the report. When you finish entering the wage detail you can click **Save** and **Continue** and the Tax Report will be calculated for you. Or you can **Save and Exit** and the wage report will be saved for you to complete later.
- 2. Tax Report with Wage File Upload:** You can upload a wage file formatted in one of our three data formats. (See Part 5 for more information about Electronic and Magnetic Data formats.) This option allows you to key your tax report online, and then upload your wage file. After completing the tax report, a menu appears which allows you to print the report and then upload your Wage file(s). Click on **Upload Wage File(s)** and a box will open which lets you browse your PC for the file you want to upload. When the file is located, highlight it and click **Upload**. If the file upload is successful, a confirmation message is displayed and the file name appears under Uploaded Files. Select **Return** to go back to the menu page and then **Exit**. You may upload more than one file but can only upload one file at a time. You can upload a maximum of 10 files with a maximum file size of 1 megabyte.

A third option is also available which allows you to complete your tax report online via the Internet and continue to submit your wage report via diskette, tape, cartridge, CD-ROM or electronic bulletin board.

Two payment options are available. You can print a Payment Coupon and mail it in with your check or money order or you can make a payment via Electronic Fund Transfer (EFT). If you have other questions on how to pay your quarterly UI Taxes, please call 608-261-6700 for more information.

When you access QWRS (Quarterly Tax Wage Reporting System) for the first time, you will be asked to create a new user profile. Once you establish your profile, you can use the same user name and password for all future quarterly filings. After your profile is set up, you will be asked to provide your UI Account Number and Internet Access Number.

The access number appears on your Quarterly Contribution Report (UCT-101). It is required the first time you use QWRS to submit your quarterly report. After that, access to your account is controlled by the user profile and password that you create. **For this reason, please take every reasonable precaution to keep them confidential.**